

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0888***

**FLSA: Exempt**

**CLASSIFICATION TITLE: FIRE STAFF OFFICER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized work associated with various fire department activities, which may include functions such as Water Supply Officer, Records Officer, Fire Prevention Inspector, Research/Planning Officer, Training Instructor, Communications Officer, Information Resources Officer, Safety Officer, or other functions as assigned.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs special or backup assignments related to various fire department activities/positions, on a short or long term basis, to facilitate normal and proper operation of the department; assignments may include functions such as Water Supply Officer, Records Officer, Fire Prevention Inspector, Research/Planning Officer, Training Instructor, Communications Officer, Information Resources Officer, Safety Officer, or other functions.

Water Supply Officer

Serves as liaison with water utilities, architects, developers, builders, or other parties operating within departmental jurisdiction and having an impact upon water distribution systems, automatic/manual fire suppression systems, or other areas affecting water supply/usage as applicable to the fire service.

Reviews and evaluates all development/redevelopment plans submitted to the department; ensures compliance with applicable codes and regulations.

Analyzes fire suppression water supply needs within departmental jurisdiction for compliance with applicable codes and regulations.

Informs water utilities of water supply system changes and/or additions necessary to establish and maintain compliance with applicable regulatory and recommendatory codes.

Develops and submits requests and documentation needed to gain necessary expenditure approvals.

Maintains inspection and maintenance records on public/private hydrants within departmental jurisdiction.

#### Records Officer

Receives, files, and maintains field unit reports.

Ensures timely submission and integrity of records stored in the computerized Fire Management Information System (FMIS).

Maintains records on all fire department support vehicles and apparatus.

Maintains permanent files on all department employees.

#### Research and Planning Officer

Maintains working knowledge of all areas of the fire service and departmental operations.

Researches available sources for information pertaining to the fire service and departmental needs.

Compiles reports detailing needed/suggested modifications/additions to fire department equipment, procedures, or other activities.

Conducts research/analysis for new developments in the fire service as requested by management.

#### Training Instructor

Develops lesson plans to address departmental training needs.

Instructs training classes as scheduled or needed.

Maintains instructional knowledge of fire service subjects as needed to fulfill teaching assignments.

Achieves and maintains applicable certifications as required by regulatory agencies and the department.

#### Communications Officer

Serves as liaison to Hamilton County 911 Communications Center.

Ensures adequate maintenance of computer aided dispatch (CAD) Geographic Information System database.

Requests/oversees maintenance of communications equipment as needed.

Maintains records on all fire department communications equipment.

Maintains on-call duty roster.

#### Information Resources Officer

Maintains all fire department computer records systems.

Analyzes departmental information requirements; recommends appropriate actions.

Specifies information systems equipment and software for purchase or procurement.

Maintains records on all departmental information systems hardware and software.

Prepares special reports from database, spreadsheet, word processing, and other systems per management request.

Develops/implements information software systems as appropriate to department needs.

#### Safety Officer

Receives/processes department vehicle accident reports.

Receives/processes employee accident and illness reports; maintains appropriate records on employee injuries and illnesses.

Tracks progress of employees injured on duty and lost-time accidents/injuries.

Ensures appropriate logging/maintenance of employee leave during lost-time situations.

Maintains current knowledge of OSHA, TOSHA, and related regulations pertaining to the fire service.

Recommends safety related procedures and policies when needed.

Instructs department personnel on proper safety practices and procedures.

#### All Fire Staff Officer Positions

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares/submits reports as required by duty position and on management request.

Prepares/submits annual budget requests for appropriate sections or division.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Achieves/maintains computer efficiency commensurate with duty assignment(s); operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet, or other software programs.

Operates a variety of equipment and tools associated with department activities, which may include a motor vehicle, computer, printer, scanner, copier, facsimile machine, calculator, audio/visual equipment, telephone, radio communications equipment, fire fighting equipment, emergency medical equipment, hazardous materials equipment, rescue equipment, meters, gauges, measuring devices, diagnostic instruments, or drafting instruments.

Communicates with supervisor, fire officials, employees, other departments, officials, vendors, the public, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

#### **ADDITIONAL FUNCTIONS**

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in fire fighting, emergency medical treatment, computer science, or other specialized area of assignment; supplemented by six (6) years previous experience and/or training that includes fire fighting, basic emergency medical treatment, training, computer operations, or other specialized area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to possess and maintain valid Tennessee Certified Fire Fighter certification. May be required to possess and maintain valid Tennessee First Responder certification. May be required to possess and maintain valid Hazardous Materials Awareness certification. May be required to possess and maintain a valid Tennessee Driver's License with F endorsement. Assignment to Fire Prevention Inspector requires possession and maintenance of Tennessee Fire Prevention Inspector Certification.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, smoke, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last edited: July 2004**